

# CITY OF HARRISONBURG BUSINESS LICENSE APPLICATION

**Karen I. Rose, Commissioner of the Revenue**  
409 S Main Street - Harrisonburg Va 22801-3610

(540) 432-7704 - FAX (540) 432-7781 - EMAIL Debra.Kite@harrisonburgva.gov

U.S. CITIZEN: YES NO  
IF NO, legal status verified by \_\_\_\_\_ (attached)

## TAX ID REQUIRED

SSN/FEIN

APPLICANT NAME(S)

EMAIL ADDRESS

TRADE NAME

BUSINESS PHONE NUMBER

BUSINESS ADDRESS

MAILING/BILLING ADDRESS

CITY - STATE - ZIP CODE

CITY - STATE - ZIPCODE

CONTACT NAME

HOME OFFICE OR OTHER PHONE NUMBER

TYPE OF BUSINESS/PROFESSION

HARRISONBURG STARTING DATE

## PLEASE SELECT BUSINESS TYPE AND ESTIMATE OR DECLARE TOTAL GROSS RECEIPTS TO END OF YEAR

RETAIL

CODE

\$

PROFESSIONAL OCCUPATIONS

CODE

CONTRACTORS/DEVELOPERS Va. Class: A B C Reg. #

CODE

\*\*\*\* Out-of-town contractor, please provide job site location(s):

PERSONAL/BUSINESS SERVICE

CODE

WHOLESALE MERCHANTS

CODE

OTHER BUSINESS OR ADDITIONAL ACTIVITY

CODE

RESTAURANT (additional fees)

BEER: \$

BEER/WINE:

MIXED BEVERAGES:

SEATING CAPACITY:

PLEASE LIST ANY OTHER BUSINESS ACTIVITIES HERE:

\$

Reminder: Please keep a schedule of the cost of all business equipment purchased during the year for Personal Property filing.

\*\* TRUST TAXES YOU MAY BE REQUIRED TO COLLECT:

Meals Tax

Initial:

Admission Tax

Initial:

Short-term Rental Tax

Initial:

Transient Occupancy Tax

Initial:

(If applicable) PENALTY \$

(If applicable) INTEREST \$

TOTAL DUE \$

This questionnaire must be sent to the Commissioner of the Revenue in time for an invoice to be issued and payment received by due date. If renewing your business license, the due date is MARCH 1. If a new business, license must be paid prior to beginning business. 10% of the tax due will be charged to all late licenses.

I HEREBY SWEAR (OR AFFIRM) THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE

# Business and Professional License

## General Information

All business and professional operations must purchase a business license before commencing operation in the City of Harrisonburg, including home-based businesses. Licenses expire December 31st of each year.

In order to obtain a Harrisonburg City Business License, you must have a definite place of business. A definite place of business is an office or location where a regular and continuous course of dealing with the public occurs. In the City of Harrisonburg, zoning laws may prohibit your business from operating at certain locations, such as a residence. The address of your business must be approved by the Zoning Administrator for the City.

Any person, partnership, limited liability partnership, limited liability company, or corporation using a name that does not identify the owner of the business must register a trade name with the Rockingham County Circuit Court. Registering the name does not prevent your business name from being used by any other business. It is recorded to assist the public by providing information as to the person with whom the public will be dealing. There is a \$10 fee to register this name. The fee is paid to the Rockingham County Circuit Court.

## Cost of the Business License:

The cost of the business license is based upon your estimate of total gross receipts from the day the business opens to December 31 of the same year. If the estimate is less than \$10,000 the license will cost \$0. If the estimate is \$10,001-\$25,000 the license will cost \$25. If the estimate is \$25,001-\$50,000 the license will cost \$50.00. If, however, the estimate is greater than \$50,000, a tax rate will be applied to your estimate. There are different rates for different types of businesses as follows:

Contractors	\$0.16 per \$100 gross receipts
Retail	\$0.20 per \$100 gross receipts
Repair, Personal and Business Services	\$0.20 per \$100 gross receipts
Financial, Real Estate, and Professional Services	\$0.58 per \$100 gross receipts
Wholesale businesses	\$30 for first \$1,000 plus \$0.17 per \$100 gross receipts above \$1,000 (\$50,000 threshold does not apply)
Circus	\$300 per day paid in advance by cash or money order
Carnival	\$150 per day paid in advance by cash or money order
Itinerant Merchant/ Peddler	\$500 paid by cash or money order

Some types of businesses (such as contractors, restaurants, beauty and nail salons, health spas, etc.) require inspection/licensure from other agencies such as the Health Department or Fire Department, or from state agencies, such as the Virginia Department of Professional and Occupational Regulation before a City of Harrisonburg license can be issued.

## Business License Applications:

It is helpful for business license applicants to apply in person. To facilitate the application process, please bring with you the following information and documents:

- Δ Tax identification number (SSN or FEIN)
- Δ Home Occupation Permit (Contact Zoning Administrator at 540-432-7700)
- Δ Corporate Charter (if applicable)
- Δ Trade Name Registration \$10.00 fee (Contact Circuit Court 540-564-3126)
- Δ Permits, if applicable, i.e. health department, fire department, etc.
- Δ Estimate of gross receipts through December 31st